

Action Items

WA-Trans Steering Committee Action Items List			
What	Who	When	Status
Go back through all previous versions of the Access and Download for WA-Trans specs and make sure all the requirements are contained in current version	Tami (or Volunteer PLEASE??)	July 18, 2005	Assigned
Add additional requirements regarding access to past and future infrastructure to Access and Download specs	Tami (or Volunteer PLEASE??)	July 18, 2005	Assigned
Add requirement that metadata screen pop up of data to be downloaded so information is read as part of process for Access and Download specs	Tami (or Volunteer PLEASE??)	July 18, 2005	Assigned
Add requirement for a mechanism to provide feedback to the data provider as part of the Access and Download specs	Tami (or Volunteer PLEASE??)	July 18, 2005	Assigned
Add versioning to all architecture, processes and policy documents	Tami's assistant	October 24, 2005	To be assigned
Change Memorandum of Understanding based on feedback of 4-25-05	Michelle	July 18, 2005	Assigned
Check with George Spencer regarding who signs for WA-Trans (It is <u>Paula Hammond</u>)	Tami	July 11, 2005	Complete
Add feedback language to draft MOU based on notes of 4-25-05	Michelle	July 18, 2005	Assigned
Add process for updating metadata to the policies and processes list.	Tami	July 18, 2005	Assigned
Make changes to the "Draft Data Provider Policy" as noted for feedback of 4-25-05	Dave R.	July 18, 2005	Assigned
Send Tami information about federal reporting requirements (see notes 4-25-05)	Pat	July 11, 2005	Assigned
Make changes to Draft Data Versioning and Archiving Policy and Draft Data Update Cycles / Notification Policy as noted 4-25-05	Dave C.	July 18, 2005	Assigned

Note: *Italicized items are prior to current meeting but are still outstanding unless otherwise stated. Colored items are critical to other things being completed and should be looked at as high priority.*

Meeting Date: 4/25/2005

Action Items

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What	Who	When	Status
Get new census classification documentation to Tami for discussion 7-25-05	Wendy	July 18, 2005	Assigned
Gen freight classification system documentation to Tami for discussion 7-25-05	Elizabeth	July 18, 2005	Assigned
Check on the relationship with Metropolitan Transportation Plan and FCC for discussion 7-25-05	Jerry	July 18, 2005	Assigned
Sam will check on The National Map classifications	Sam	July 18, 2005	Assigned
Put discussion of different classifications and developing a crosswalk on agenda for 7-25-05 meeting	Tami	July 18, 2005	Assigned
Document everything identified for pilots to handle from SC Notes	Tami	July 18, 2005	Assigned
<i>Set up presentation for CRAB</i>	<i>Tami</i>	<i>When time allows</i>	<i>In Process</i>
<i>Develop draft process for inventory of gaps in data (including attribution) for prioritization of data acquisition</i>	<i>Jerry</i>	<i>July 25 meeting</i>	<i>Assigned</i>
<i>Develop draft process for reconciling segment schemes</i>	<i>Chuck</i>	<i>July 25, 2005</i>	<i>Assigned</i>
<i>Develop draft strategies for dealing with jurisdictions with no data.</i>	<i>Dave R., Wendy</i>	<i>July 25, 2005</i>	<i>In Process</i>
<i>Write letters supporting WA-Trans and funding of WA-Trans on letterhead of their organizations (Looking for letters regarding emergency management from emergency operations specifically right now.)</i>	<i>Ian Von Essen and others who can!!</i>	<i>ASAP!!! - February 6 would be best!</i>	<i>PSRC, Community Transit, WUTC, Pierce County are complete</i>

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Action Items

WA-Trans Steering Committee Tabled Action Items			
What	Who	When	Status
<i>Develop draft process for dealing with scale and accuracy</i>	<i>Jerry</i>	<i>November 29, 2004</i>	<i>To be handled with pilot</i>
<i>Check with WSDOT Pedestrian and bike people about data</i>	<i>Tami</i>	<i>August 23</i>	<i>Assigned</i>
<i>Check into WA Bicycle Alliance with non-motorized staff person at PSRC</i>	<i>Jerry</i>	<i>August 27</i>	<i>Assigned</i>
<i>Update time tracking spreadsheet with salary/benefit information.</i>	<i>All SC Members</i>	<i>November 1, 2004</i>	<i>In progress</i>
<i>Provide Ian with specific feedback on WAGIC Standards</i>	<i>Tami</i>	<i>ASAP</i>	<i>Assigned</i>
<i>Work with WAGIC to get the standards published on the Internet in better shape.</i>	<i>Ian</i>	<i>After receiving feedback</i>	<i>Assigned</i>
<i>Meet with the WSDOT assistant Attorney General to discuss this issue and get guidance on what our options are.</i>	<i>Tami</i>	<i>When completed with Tier 2 description and issues</i>	<i>Assigned</i>
<i>Provide results from CRAB survey to WA-Trans.</i>	<i>Dan</i>	<i>When completed</i>	<i>Assigned</i>
<i>Work with Sound Transit to test pilot results in their core area.</i>	<i>Tami, Jerry</i>	<i>ASAP</i>	<i>Assigned</i>

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